

BOARD OF DIRECTORS - POSITION DESCRIPTION

- Position:** Board of Directors (8 members, 1 Town Board Liaison)
- Location:** Main Street Gardnerville 1407 US Hwy 395 N Gardnerville, NV 89410
- Schedule:** Monthly meetings are held at 5:30pm the third Tuesday of the month.
- Term Length:** Directors are appointed for three-year terms.
- Responsibilities:** Collectively, the Board of Directors assumes legal and philosophical responsibility, and establishes policy, for all activities of the Main Street Program. Board members provide leadership for the program, raise operating and capital funds, participate in committee assignments, and serve as advocates of downtown revitalization efforts. Board members represent the larger view of why downtown revitalization is crucial for the entire community.

Board members should demonstrate interest in the Main Street Program's purpose and goals. Experience in, or knowledge of, administration, finance, program development, advertising, public relations, downtown business activities, communications, design, and/or economic development would be a plus. Each Board member should be willing to invest 10-15 hours per month, excluding meetings, in the future of our downtown.

Tasks and Requirements:

1. Serve as an Executive Officer (President, VP, Secretary, or Treasurer) for a one-year term during the three-year term.
2. Attend a half-day Board Member Orientation.
3. Attend the monthly Board of Directors meetings, missing no more than three meetings per year. Current scheduled MSG BOD meetings are:

2018	Jul 17	Aug 21	Sep 18	Oct 16	Nov 20	Dec 18
2019	Jan 15	Feb 19	Mar 19	Apr 16	May 21	Jun 18

4. Attend special meetings and annual training.
5. Chair or serve on a committee or sub-committee and attend said committee meeting(s). As Chair, report said committee activities to the Board in the form of minutes.
 - a. The four Standing Committees are Design Committee, District Vitality Committee, Organization Committee, and Promotion Committee.
 - b. The five sub-committees are Flower Committee and Heritage Park Gardens (Design), Coffin Races and Wine Walk (Promotion), and Revolving Loan (District Vitality)
6. Recruit, inspire, guide, and support MSG volunteers.
7. Review Program Work Plans annually and ensure they are consistent with Program's mission, vision, and goals.
8. Review financial reports monthly and ensure they are consistent with the approved annual budget.
9. Ensure Program is in compliance with all legal, financial, and governmental requirements as described in the Bylaws.
10. Demonstrate an ability and willingness to raise monies for operation of the Program.
11. Attend both MSG and State Main Street sponsored events whenever possible and attend one National Main Street Conference during the three-year term appointment, if possible.



1407 Main Street; US Hwy 395 N.
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APPLICATION TO SERVE AS A BOARD MEMBER

The MSG Board meets the third Tuesday of each month, 5:30 pm, at the Town Hall, 1407 Hwy 395 N.

Thank you for having the interest and taking the time to complete this brief application. Please complete the application to the best of your ability, and again thank you for your interest!

Name: _____ E-Mail: _____

Address: _____ Phone: _____

Business Address: _____ Alt Phone: _____

City: _____ State: _____ Zip: _____

Why are you interested in serving on the Main Street Gardnerville Board?

Please briefly describe any business and/or professional experience you could bring to your service on the Board:

Do you have any direct or indirect experience with the National Main Street Program?

Please describe any special skills you would bring to your service on the Board:

Which one of these four main points do you think your experience and participation would be of the most benefit to MSG: Organization, Promotion, Design, or District Vitality?

The Board will likely come up with projects within the framework of the Main Street Program. Are there any projects that you particularly have interest in seeing completed downtown? Why?

I'm willing to invest a minimum of 10-15 hours (outside of meeting requirements) per month in the future of our downtown () yes

I am willing to serve as an officer of the Board when it is my turn to do so () yes

If selected, what date would you be available to begin serving on the board? _____

Thank you again for completing this application, and for your interest in the Main Street Gardnerville Program. We will contact you as soon as possible regarding your application.

Signature: _____

Date: _____